

CAPITA SYMONDS

REGISTRATION FORM

or book on-line at www.capitasymonds.co.uk/healthandsafetytraining

Course Details

Course Title:

Date: Location:

Fee (excluding VAT): *including early booking saving/third delegate reduction, as applicable*
(includes course literature, CPD certificate, refreshments - and lunch for full day courses)

Delegate Details

Full name: Job Title:

Full name: Job Title:

Full name: Job Title:

Organisation:

Company Registration No (if applicable):

Address:

.....

Postcode: Email:

Tel No: Fax No:

Special dietary requirements:

Contact name for booking:

Contact Tel No: Contact Email:

Payment Details – payable in advance

Payment by cheque (payable to Capita Symonds Ltd) Invoice my company Credit card

Purchase Order No:

Invoice address if different from above:

.....

Authorised signature: Date:

Enrolment

Complete this form and return to Sue Kinteh via:
Post: Sue Kinteh, Capita Symonds Ltd, Capita Symonds House, Wood Street, East Grinstead, West Sussex, RH19 1UU
Fax: 01342 315927
Email: sue.kinteh@capita.co.uk

Cancellations/Transfers/Substitutions

Cancellations must be in writing and will only be valid with at least 20 working days notice.

Cancellations with less notice than this will result in a full charge.

However:

- a) transfers between dates can be accepted in writing provided that there is at least 20 working days notice of the earlier date in question, and
- b) substitutions of delegates for the date in question will be accepted at any stage.

Substitute lecturers may be used in exceptional circumstances.

Call Sue Kinteh on 01342 327161 for further information